



LEHI CITY INTERNAL POSITION OPENING*

Human Resources Technician

*Per Lehi City Policy, only current Lehi City employees can be considered for Internal Openings. If at least three employees do not apply, this position will be opened to the general public.

CLOSING DATE: June 15, 2015, 6:00 PM

WAGE RANGE: \$13.86 – 18.72/hour (Grade 9), with a starting rate of up to \$15.00/hour.

STARTING DATE: Monday, July 6, 2015

STATUS: Full-Time with benefits (health, dental, vision, life, retirement, paid leave, etc.)

DEPARTMENT: Human Resources Division, Administrative Services Department

JOB SUMMARY: Under the direct supervision of the Human Resources Manager, performs a variety of **general administrative and complex clerical** duties related to the administrative support of day-to-day city-wide human resource operations, including:

- Conducts new hire employment orientations to inform employees of terms and conditions of employment, policies, procedures, opportunities, benefits and privileges; works with new employees to ensure all necessary forms are completed and accurate
- Responds to employees' questions about benefit programs, retirement options, and insurance
- Assists in processing personnel action requests with the Personnel Action Forms (PAF) to pass relevant information onto other necessary City Departments
- Oversees citywide wellness and health program; plans, promotes, implements and evaluates employee wellness program results
- Maintains confidential personnel action, employment, and medical records
- Provides customer service for walk-in public and employees, including answering incoming calls and direct inquiries to appropriate individuals

MINIMUM REQUIREMENTS: Graduation from high school plus one (1) year of specialized training in general office practices and procedures, computer operation and various software applications; AND two (2) years of responsible experience related to above duties OR an equivalent combination of education or experience.

It is preferred to have working knowledge of human resource management methods, and practices; benefit, retirement, and compensation systems; city department operation; s federal and state laws as they apply to human resource management practices; benefit costing procedures; training methods. Basic computer operation, including document management, emails, and Microsoft Office Suite is required. Some knowledge of budget development and fiscal accounting principles, practices and procedures is preferred.

APPLICATIONS: Each applicant is required to turn in a Lehi City application, a separate resume, and copies of any applicable certifications to Human Resources (2nd Floor of City Hall) or electronically to apply@lehi-ut.gov. Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.